



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Issue Date: January 15, 2016

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Posting No.: 19-16

☐ Interested individuals who meet the stated requirements

TITLE: Classification Officer 3

SALARY: \$64,677.09 - \$92,011.89

LOCATION: Northern State Prison, Classification Unit – Newark, NJ

JOB DESCRIPTION:

Under direction of a Supervising Classification Officer or other supervisory official, leads a team/group composed of professional/technical staff in the application of state and federal laws and department regulations governing the level of security, status, transfer, and involuntary commitment of inmates; leads activities involved in classifying inmates, coordinating inmate records, checking inmate progress, and in preparing materials for use by the Bureau of Parole, State Parole Board, and other committees; does other related duties.

REQUIREMENTS

EXPERIENCE: Four (4) years of experience in the program delivery or development in providing education, habilitative, or social services for persons with emotional, social or behavioral problems, or, experience in the review of records and classification of inmates which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by *twenty-four (24) semester hour credits in a combination of any of the following areas: criminal justice, legal research, law, sociology, psychology, or other related areas of the behavioral or social sciences.

NOTE: Applicants who have successfully completed the 24 semester hour credits listed above but who do not meet the remaining education requirement may substitute additional experience as indicated on a year-for-year basis with *thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER, *AND COPY OF DEGREE OR TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN February 1, 2016.

Forward Response To:

Bruni Dirmeitis, Personnel Assistant 1
Regional Personnel Services, Region 2
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065

Emailed resumes are to be sent only to:

Brunilda.Dirmeitis@doc.nj.gov

The New Jersey Department of Corrections is an Equal Opportunity Employer